REQUEST FOR PROPOSALS:

FUND MANAGER FOR “THE LGBT RAPID RESPONSE FUND”
ABOUT THIS REQUEST FOR PROPOSALS

Dear Applicants,

The Elton John AIDS Foundation (EJAF), in partnership with the Office of the U.S. Global AIDS Coordinator (OGAC), is looking for an organisation to act as Fund Manager for “The LGBT Rapid Response Fund” (the Fund). The role of this organisation is to disburse, manage and monitor EJAF and PEPFAR funds for the Fund.

Eligible organisations interested in submitting an application are encouraged to read this Request for Proposals (RfP) thoroughly to understand the nature of the work required, the application submission requirements, and the evaluation process. This RfP will appear on www.ejaf.org/london

Key dates and references for this RfP are as follows:

<table>
<thead>
<tr>
<th>Issue Date:</th>
<th>June 16, 2016</th>
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<tbody>
<tr>
<td>Application Deadline:</td>
<td>July 7, 2016 by 11:59pm GMT, via email</td>
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<tr>
<td>Recipient is notified:</td>
<td>July 18, 2016 (estimated)</td>
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<tr>
<td>Award Start Date:</td>
<td>September 2016 (estimated)</td>
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<tr>
<td>Issuance of Sub-grants:</td>
<td>December 2016 (estimated)</td>
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The successful Applicant will be responsible for disbursing and managing all of EJAF and PEPFAR funds for the Fund by way of sub-grants to selected awardees. Further, the successful Applicant will ensure monitoring and evaluation of the sub-grants and provide overall program support when needed. We encourage you to apply to this exciting new funding opportunity and look forward to your positive response.

Please direct any questions and correspondence regarding this RfP via email to friedrich.conrad@ejaf.org. The subject heading should be “LGBT Fund”. Contact details are:

Friedrich Conrad  
Portfolio Manager  
Elton John AIDS Foundation  
friedrich.conrad@ejaf.org  
1 Blythe Road, W14 0HG  
London, United Kingdom

Issue of this RfP does not constitute a commitment from EJAF to award the programme. All applications and submission costs are at the Applicant’s expense.
REQUEST FOR PROPOSALS

Elton John AIDS Foundation
Fund Manager for the LGBT Rapid Response Fund
Deadline for Applications: July 7, 2016 by 11:59pm GMT.
The Elton John AIDS Foundation (EJAF) is pleased to request your application via this Request for Proposals (Rfp) issued in June 2016. You may only submit one application. If multiple proposals are received from the same applicant, all submissions will be declared ineligible.

I. BACKGROUND INFORMATION

In many countries, despite the significant progress that has been made in addressing HIV, LGBT people often experience higher rates of HIV infection and less access to HIV services than the wider population. Worldwide, gay men and other men who have sex with men are 19 times more likely to be living with HIV than the general population. This is compounded by, and related to the stigma, discrimination and violence that many LGBT people still face in the communities where they live. For example, a recent study of MSM in Malawi, Namibia and Botswana, reports a HIV prevalence of 17%, with 42% reporting blackmail and/or denial of housing or healthcare because of their sexual orientation (Baral et al, 2009).

In response to this threat of stigma, discrimination and violence preventing LGBT people accessing HIV services, EJAF and the Office of the U.S. Global AIDS Coordinator (OGAC) have launched a partnership to align and expand existing initiatives to tackle HIV among LGBT people. The new partnership aims to address structural challenges and bridge critical gaps in order to improve access to HIV and sexual transmitted infections (STI) services for LGBT people. Advance progress toward reaching the UNAIDS Fast-Track targets by 2020
End stigma, discrimination and violence against LGBT individuals among health and other service providers, community- and faith-based leaders, families, and policy makers

As part of this partnership, EJAF and OGAC are funding the LGBT Rapid Response Fund. This fund will quickly disburse small sums to alleviate specific risks from stigma, discrimination and violence that threaten the provision of HIV services for LGBT people. The Fund will make sub-grants to support activities such as: emergency support to the provision of testing, post-testing care and treatment services for LGBT people; removal of barriers to access such services; interventions to reduce stigma, discrimination and violence, and protect human rights; safe spaces for communities to organise; and sensitisation and engagement of local government and other stakeholders.
II. RESPONSIBILITIES OF SUCCESSFUL APPLICANT

EJAF seeks the support of an organisation to serve as Rapid Response Fund Manager, who will set up a fund that can quickly disburse small funds to alleviate specific risk to HIV service provision from stigma, discrimination and violence for LGBT people. The successful Applicant needs to be capable of disbursing, managing, and monitoring funds of up to $4 million for the LGBT community over the course of two years. EJAF expects to award one grant. A portion of the grant can be used for administration and management services based on allowable, allocable and reasonable project direct costs. The remaining funds will be re-granted to civil society organisations. The Fund Manager is expected to administer monitoring and evaluation of the sub-grants and to provide overall programme support where necessary. Grants will be issued in sizes from $5,000 to $20,000 to various organisations. In detail, the responsibilities of the Fund Manager are:

A) Conducting preliminary due diligence on potential awardees before awards are made: Before sub-grants are awarded, potential awardees need to be screened on whether their proposals meet the Fund’s objectives, and on their organisational effectiveness, financial situation and monitoring and evaluation plans. Outputs may include:

- Conducting a formal review at the beginning of the award to ensure that both the Fund Manager and EJAF are content with progress and proposed ways of working. KPIs will be used as a basis for this review
- Evaluating in detail how the sub-grants will support LGBT people in emergencies, confirming it meets the Fund’s objectives
- Ensuring robust and transparent assessment and supervision of funded projects, including proper fiduciary oversight
- Ensuring all awardees have reasonable M&E plans to consistently monitor progress against milestones and targets

B) Disbursing and managing small sub-grants awarded on behalf of EJAF (re-granting): Funds should be re-granted to civil society organisations in a timely and efficient manner. Awards are estimated to mostly fall in the range of $5,000-$20,000. Once sub-grants are awarded, the Fund manager handles related paperwork and documentation, and carries out performance management. Outputs may include:

- Announcement:
  - Producing, publishing and disseminating an opportunity announcement that reaches potential beneficiaries
- Grant agreements:
  - Negotiating, producing, issuing and signing grant agreements, including budgets, with awardees
- Financial management:
- Providing funding and timely disbursements as agreed project delivery targets are achieved
- Verifying and authorising all claims, ensuring accordance with agreed budgets. This includes verifying expenditure and narrative reports for all sub-grants
- Actively pursuing those sub-grantees who fail to submit expenditure reports on time, reporting any concerns to EJAF
- Submitting one invoice to EJAF for payment on a quarterly basis which includes (broken down to project-level detail): actual expenditure, advance payment requested and a two-month expenditure forecast

- Project support:
  - Providing support to projects to help them deliver their objectives
  - Dealing with ad hoc enquiries relating to the LGBT Fund
  - Engaging EJAF in all major communications, internal and external, related to sub-grants
  - Conducting any close-out activities necessary

C) Monitoring and evaluating small sub-grants to ensure funds are used appropriately:
Awarded grants need to be monitored and evaluated, which includes financial oversight, verification of progress against agreed outcomes and reporting to EJAF. Outputs may include:

- Oversight of sub-grants:
  - Agreeing on key performance indicators (KPIs) for sub-grants with EJAF during the post-award clarification stage and before formal agreement. These KPIs will ensure transparency in the management of sub-grantees and clarity of roles and responsibilities between EJAF, the Fund Manager and sub-grantees

- Evaluation of fund performance:
  - Assessing and managing risk at regular intervals
  - Aggregating outcomes data from funded projects into consolidated results shared with relevant stakeholders
  - Establishing and maintaining a case study database

- Reports to EJAF:
  - Establishing suitable reporting systems
  - Notifying EJAF of progress with projects, including any problems requiring action
  - Disseminating lessons learnt
  - Providing quarterly and annual financial reports on progress and finances, which should include: a financial narrative; a breakdown of individual sub-grants; future sub-grants in the pipeline and stage reached; sub-grant progress against targets; and any other issues relevant to EJAF
III. ELIGIBILITY

EJAF welcomes applications from non-governmental organisations (NGOs) and public international organisations. Applications will not be accepted from individuals.

Applicants must either have existing active partnerships with partners, entities and relevant stakeholders including LGBT community-led organisations, or the ability to develop these. Demonstrated experience in administering successful, and preferably similar projects is expected. EJAF reserves the right to request additional background information from applicants without previous experience administering small rapid response grants.

Providing cost sharing, matching or cost participation is not an eligibility requirement for this RfP though EJAF does encourage such approaches.

EJAF is committed to an anti-discrimination policy in all of its projects and activities. EJAF welcomes applications irrespective of race, ethnicity, colour, creed, national origin, gender, sexual orientation, gender identity, disability, or other status.

EJAF will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organisation.
IV. HOW TO APPLY

All applications should be sent via email to friedrich.conrad@ejaf.org by 11:59pm GMT on July 7, 2016. Organisations submitting multiple applications, or submitting after 11:59 p.m. GMT will be automatically rejected, without exception. Please begin the application process early, so any technical difficulties can be addressed before the deadline.

The application consists of four sections, and three appendices, outlined below. The application may not exceed 10 single-sided, double-spaced pages in 12-point, Times New Roman font with 1-inch margins, excluding appendices but including sections I-IV; requirements of appendices are outlined below.

Application:

Section 1 – Executive Summary: This abstract is limited to two pages in length, and should give a summary of organisational capability and experience, proposed activities, and expected results.

Section 2 – Grants Disbursement and Management: This section should outline how your organisation will disburse and manage sub-grants to awardees across all funded countries (listed in part VII of this RfP) simultaneously, over the course of two years.

Section 3 – Organisational Capability and Experience: This section should include: your experience of working with the LGBT community; an explanation of your organisational structure; and evidence of your organisation’s ability to leverage established existing mechanisms to carry out the work described above. If you lack a field office presence in all of the funded countries (listed in part VII of this RfP), please describe how you will be able to effectively manage sub-grantees based in these countries. Please also describe the fiduciary and financial management structures that are in place within your organisation to support the requirements of the Fund Manager role and a matrix describing the staffing support to disburse, manage, and monitor the sub-grants and provide overall program management support to the LGBT Fund.

Section 4 – Monitoring and Evaluation: This section should explain the framework you will use to monitor and evaluate the sub-grants issued to ensure appropriate use of funds and accordance with the Fund’s goals. Please include any monitoring and evaluation frameworks or indicators you would use, in the form of a sample monitoring and evaluation work plan, which can be from previous projects. This example work plan is for evaluation purposes only, does not have to relate to this programme and should have any proprietary information redacted.
Appendices (all three required):

Appendix 1 – Budget – This appendix should outline a budget proposal, by year, for a total of two years, including all costs for staffing, disbursing, managing and monitoring grants. The budget must be presented as line items in Microsoft Excel, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; grant disbursements; indirect costs.

Appendix 2 – Budget Narrative – This appendix explains the line item budget.

Appendix 3 – Key Staff Resumes/CV – Resumes must be included for the key staff, and may not exceed one page. For vacant positions, the Applicant may submit a one-page job description, identifying the qualifications and skills required for that position, in lieu of a resume.

All information must be accurate, and failure to furnish all information or comply with stated requirements will result in disqualification from the application process.

EJAF retains the right to ask for additional documents not listed above. To ensure all applications receive a balanced evaluation, the Review Panel will not review beyond the page limits.

Applicants should be aware that EJAF understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that EJAF cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.
V. GENERAL AWARD SELECTION CRITERIA

Each application will be evaluated by a peer review committee consisting of EJAF, UNAIDS, OGAC and other experts, as deemed appropriate. All applications will be evaluated against the following criteria, tailored to the requirements of this RfP:

A. Experience in the disbursement and management of small grants (30 points):
   • Prior experience in the disbursement and management of small grants (30 points): The panel will review the Applicant's organisational capability, experience, and results from prior work on disbursement and management of small grants, as well as evidence of the impact and lessons learnt from previous work. In addition, the panel will review what activities and methods the Applicant proposes to carry out the disbursement of this Fund. An organisation with strong fiduciary and financial management structures is desired.

B. Organisational capability and capacity (50 points): Applicants should demonstrate the capacity to absorb and manage up to $4 million of funds from EJAF. The 50 points are broken down into:
   • Relevant LGBT community experience (30 points): The panel will evaluate the organisation's experience in working with community-based organisations on LGBT issues in funded countries. Successful applicants will have strong pre-existing relationships with relevant LGBT partner organisations, stakeholders, and administrators, and will be currently or very recently operational in funded countries (listed in part VII of this RfP).
   • Relevant thematic experience (15 points): Applications should demonstrate the necessary thematic experience to meet the Fund's goals to alleviate specific risk to HIV service provision from stigma, discrimination and violence against LGBT people. The panel will look for knowledge and expertise on issues facing LGBT individuals; experience working with and for LGBT communities; and knowledge and experience of HIV programming.
   • Key project staff (5 points): Applications should include resumes and proposed positions for key staff, highlighting education and experience relevant to this application as well as specific descriptions of past experience working with the LGBT community.

C. Experience in monitoring and evaluation of small grants (15 points): The panel will evaluate a sample monitoring and evaluation framework, which may include work from previous projects. Applications should demonstrate how the organisation intends to monitor contextual assumptions, and progress towards results. This should include sample indicators for measurement, which should not be self-evident, and cover both the progress of sub-grantees, and the effectiveness of the Fund Manager itself.

D. Cost-effectiveness (5 points): Overhead and administrative components of the proposal, including salaries should be kept as low as possible. All other items should be necessary and appropriate.
Issuance of this solicitation does not constitute an award commitment on the part of EJAF.
VI. AWARD ADMINISTRATION:

Award Notices: EJAF will notify applicants of the result of their applications. This will be via email, and may require the Applicant to respond to review panel conditions and recommendations within a short timeframe. Such a notification is not an authorisation to begin activities, nor a funding commitment. Final approval is contingent upon the applicant successfully responding to the review panel’s conditions. Once approval is granted, an award agreement shall be written, signed, awarded, and administered by EJAF.

Award Period: The award will be for two years, beginning September 2016 (estimated). The first 3 months are expected to consist of start-up activities, followed by 20 months of implementation, ending with one month of close-out.

Reporting Requirements: The Fund Manager will be required to submit a final work plan to EJAF within 30 days of award notification. The Fund Manager will also be required to regularly submit reports on the progress of sub-grantees to EJAF. Anticipated project and financial reporting requirements include but are not limited to:

(1) Inception report
(2) Kick-off meeting
(3) Annual work plans
(4) Annual budget
(5) Projected expenditures
(6) Quarterly expenditures
(7) Quarterly status reports
(8) Mentoring/capacity building plan
(9) Annual performance report
(10) Final programme completion report
(11) Closeout/sustainability plan
(12) Technical briefs/reports, special and financial reports
(13) Success stories

The funds available for this award, including those provided as sub-grants by the Fund Manager, must be used in a manner fully consistent with funding restrictions applying to UNAIDS. In addition, please note that EJAF reserves the right to reduce, revise, or increase the amount of award(s) as deemed in the best interest of the Foundation; and may also reduce, revise, or increase proposal budgets in accordance with project requirements.
VII. LIST OF COUNTRIES FUNDED:

The Rapid Response Fund will be open to potential sub-grantees from PEPFAR-funded countries with country operations in Latin America, the Caribbean and Sub-Saharan Africa. The Fund Manager is expected to be able to work with organisations in all these countries. Below is a preliminary list:

Angola, Botswana, Cameroon, Côte d'Ivoire, DR Congo, Dominican Republic, Ethiopia, Ghana, Guyana, Haiti, Jamaica, Kenya, Lesotho, Malawi, Mali, Mozambique, Namibia, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, South Sudan, Swaziland, Tanzania, Trinidad and Tobago, Uganda, Zambia, Zimbabwe